



**TOWN OF WESTFORD  
ECONOMIC DEVELOPMENT COMMITTEE**

TOWN HALL  
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Meeting Minutes  
Economic Development Committee

Thursday, January 21, 2016 at 8:15 A.M.  
Town Hall, Main Conference Room, 2<sup>nd</sup> Floor

**Attending:** Bill Nussbaum (Acting Chair), Tom Barry (Remote), Ron Caterino, Eli Demetri, Chris Kluchman, Heather Maietta, and Tom West.

The meeting was called to order by Bill Nussbaum at 8:20 A.M.

**Administrative Items:**

The minutes of the December 17, 2015 EDC meeting were approved by a unanimous roll call vote.

Ron Caterino will Chair the EDC meeting in February.

Bill Nussbaum and Eli Demetri will be attending the MA Life Sciences Seminar today, January 21, 2016.

**12 North Main Street Task Force**

Eli Demetri reported that the smokestack reinforcement is completed. The floor stabilization is scheduled for January and will take 2-4 weeks to complete. An Economic Impact Analysis is recommended to seek state funding for the 12 North Main project. Eli Demetri asked if the EDC would be the appropriate committee to complete the analysis, but the committee felt they had neither the knowledge nor resources to complete.

**Business Smart Workshop**

Bill Nussbaum stated that the EDC would give a 20 minute presentation on the EDC's role in supporting new businesses with a heavy focus on the permitting process.

**2016 EDC Work Plan**

Committee made some minor changes. Tom Barry will revise and resend to the members. It will be presented to the Board of Selectman on February 9, 2016 by Ron Caterino.

### **Town of Westford Marketing Presentation**

The Marketing presentation has been completed and posted on the EDC webpage. The next step is to create several supporting 1-page marketing sheets (cut sheets) to complement the presentation. Heather Maietta will look into this.

### **Cross Town Connect Update**

Chris Kluchman reported that the group meets monthly. RFP bids for expanded coverage shuttle service to Alewife were too expensive. Red Hat and Juniper will remain at one trip per day.

### **New Business**

Heather Maietta will attend a Westford Job Seekers workshop to learn about the group.

Tom Barry and Bill Nussbum will help Chris Kluchman with the zoning project for Villages.

Respectfully Submitted

William Nussbum  
Acting Chair